

NAVY Supply Corps

It's Your
Board





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Purpose

The purpose of this booklet is to assist you in understanding the selection board process for both statutory and administrative boards. Refer to “It’s Your Career” and the other “playbooks” to help build your career in the Supply Corps.

Statutory vs. Administrative Boards

	STATUTORY	ADMINISTRATIVE
Type	Include promotion, selective early retirement (SERB), and the various continuation boards	All other boards are administrative (e.g. 810 Program, O-5 Sea Board, Acquisition Corps)
Governed by	Law, primarily Title 10 of the U.S. Code	Instruction or policy
Convening Authority	SECNAV	The Chief of Naval Personnel (CNP) or his Deputy (DCNP) at BUPERS
Approved by	The President, SECDEF or SECNAV	CNP / DCNP
Membership	Set by statute and SECNAVIST 1401.3. This instruction is very specific as to designator mix and pay grade	Membership requirements are determined by the board sponsor

Statute Boards—Promotion Boards

Any discussion about the promotion system and its relationship to the officer would be incomplete without some knowledge of your position on the Navy active duty list and how it is determined. Your position is a function of the year you were commissioned (**Year Group**) and lineal standing within the Year Group, or **precedence**. An officer's exact position in relation to his/her contemporaries can be determined by consulting the [Naval Register](#).

Additional information is contained in [OPNAVINST 1427.2](#) - "Rank, Seniority and Placement of Officers on the Active Duty List and Reserve Active Status List of the Navy."

Year Group (YG)

A "Year Group" (YG) is an administrative grouping of officers for promotion and strength management purposes. It is generally indicative of the Fiscal Year in which an officer was commissioned and represents all officers commissioned with a date of rank within a fiscal year.

An officer may change Year Groups after it is assigned by being selected early for promotion. In this case he/she moves ahead and becomes part of the Year Group with which he/she was selected. Year Groups are often split at one point for promotion to one grade and then may be split another way for promotion to the next senior grade. These group splits are a result of the promotion plan. They do not change an officer's initial year group.

Precedence

Within a Year Group, officers are arrayed by date of rank.

Officers commissioned as Ensigns are placed on the active duty list without a precedence number until they have completed one year of active commissioned service as outlined in [OPNAVINST 1427.2](#). Until then, precedence is indicated by date of rank and alphabetical sequence by last name.

Following one year of active commissioned service, your precedence is first determined by the effective date of commission, and then by your percentile of class standing among other ensigns appointed from all commissioning sources of the same date or with the same initial date of rank.

Officer Candidate School (OCS) graduates take lineal precedence among those of the same class based on their Officer Candidate School class standing. May/June graduates of the Naval Academy, Naval Reserve Officer Training Corps (NROTC) Regular and NROTC Contracts

are normally assigned the same date of rank upon commissioning and are fanned into lineal precedence according to their final class standing. The class standing is a weighted average of the officer's academic average, Naval Science course average, and final Naval Aptitude grade.

After the officers are arrayed into lineal precedence, they are assigned precedence numbers. A precedence number is a six-digit number followed by a two-digit sub number. These numbers are assigned sequentially throughout the active duty list of the Navy in sub number increments of 10. The significance of your precedence number is important to you in determining when you will be considered for promotion.

Promotion Zones

Eligibility is based on your Date of Rank and lineal number which is available on the [BUPERS ON LINE \(BOL\)](#) website and the [Naval Register](#). The Officer Promotion Plan is the basis for the "Zone" NAVADMIN and comes out in December, 30 days prior to first board. It is determined by legal limit of Defense Officer Personnel Management Act (**DOPMA**) Grade Table which limits the number of Captains, Commanders, and Lieutenant Commanders based on total officer strength, vacancies (by promotions, retirements, separations), and requirement. Promotion opportunity is based on chance of selection (determines zone size), selection rate (% of all officers selected for promotion), and flow point (average years of service when an officer is promoted to the next grade).

For additional info, visit the [Naval Register Table of Contents](#) page.

Board Convene Dates and Requirements

Promotion boards are convened by SECNAV as authorized by statute. SECNAV provides (via ALNAV) the board schedule and promotion zones at least 30 days before the first scheduled convening date for selection boards of the next fiscal year.

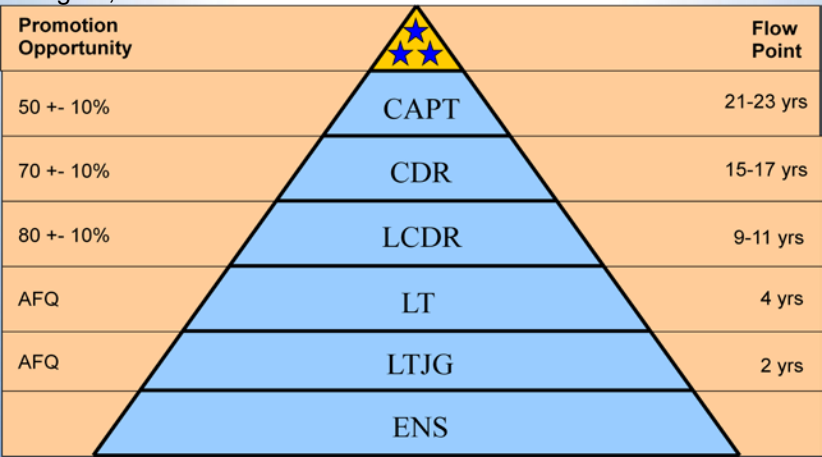
The Selection Board process begins in the third and fourth quarters of each fiscal year. The Bureau of Naval Personnel (BUPERS) will send out a schedule for the selection boards listing the boards, convening dates and requirements for each board. These requirements include both the composition of the board members as well as the recorders needed to support the board. As the requirements list is being developed, the Chief of the Supply Corps will query inputs from the Supply Corps Flag Officers for the best and brightest officers to serve as selection board members and recorders. Visit the [NPC Selection Board](#) link for current convene dates and information.

The Selection Board Construct

Once the Promotion Plans are approved, it becomes the responsibility of the selection board to implement them. The Secretary of the Navy, in addition to approving the Promotion Plan, is charged with the responsibility of appointing statutory selection boards (those required by law) and convening them. Selection boards that consider Supply Corps officers for promotion to the grade of Lieutenant Commander through Captain are composed of at least five members -- normally seven. Each member of a selection board must be senior to all officers considered by the board. Boards considering limited duty officers for selection must have at least one limited duty officer board member.

The board members have an important duty and participation on Supply Corps boards is recommended by the Chief of the Supply Corps and approved by the Chief of Naval Personnel. No other individuals within the Supply Corps are privy to board membership. Membership normally reflects the demographics of the candidacy for promotion – gender and ethnic diversity as well as warfare, geographic and functional diversification. The board will also have at least one line officer. These members serve as "information brokers" as well as "performance judges."

Given the guidance and the tools, the Selection Board determines its own ground rules and working procedures. There is no limitation to the length of time a board may take to complete its deliberations. Supply Corps boards usually complete their deliberations within four days. All promotion boards are held at the Navy Personnel Command (NPC) in Millington, Tennessee.



Board Members:

Approximately two to three months prior to the Board convening, the Director of Supply Corps Personnel (OP) will begin to socialize the list of viable candidates provided by the Chief of Supply Corps against the requirements list from NPC to develop the members for each board.

Diversity is a general board member requirement. On senior boards, an Acquisition Corps member and Joint Qualified Officer are part of the membership. With the above parameters as a guide, a desired board membership will consist of officers with a variety of professional backgrounds. The search is made for a mixture of officers with diverse warfare backgrounds (aviation, surface, submarine and expeditionary), subspecialties (Contracting, Finance, Logistics, etc.) and significant tours.

The goal in developing board membership is to provide a diverse representation of officers who have served at various commands such as type commander (TYCOM) staffs, NAVSUP Echelon III, DLA, Systems Commands (e.g. NAVAIR, NAVSEA, SPAWAR) and overseas. If a board is comprised of members with a wide range of experience, it will provide the best opportunity for all officers being considered for promotion.

Recorders:

Recorders are assigned to provide administrative support to board members. Recorders meet the week before the board convenes to conduct a thorough review of each record. The recorders are looking for any discrepancy, including missing fitness reports, awards, warfare qualifications, and any other information board members may need to thoroughly review the record.

The Head Recorder maintains a list of discrepancies and provides this to the NPC support team in advance of the board convening date. NPC will attempt to retrieve missing fitness reports and resolve discrepancies to provide a complete record to the board members.

Like board members, recorders are sworn to secrecy at the convening of the board and are under oath not to divulge any of the proceedings, deliberations or recommendations of a selection board. Recorder duty provides an outstanding opportunity to work with senior Supply Officers and gain valuable insight into successful career management.

If you are interested in recorder duty, contact the Office of Supply Corps Personnel or notify your chain of command.

Board and Record Preparation

Preparation for promotion boards begins approximately **four months before** the convening date. The initial list of eligible officers is compiled and modified as required. The eligible list is continually synchronized with an official automated database to ensure consideration of all candidates. The master file is queried six weeks prior to the board convening for fitness report continuity. All officers eligible for promotion should review the Fitness Report Continuity Report feature available on on **BUPERS ONLINE (BOL)** to ensure no gaps or overlaps exist. In general, no gap greater than 90 days should exist in a record.

One week before the board convening date, assistant recorders review the record of each candidate, transcribe late flowing data onto the PSR/OSR, and ensure fitness report continuity for at least the last five years.

The **week of the board**, members arrive at NPC Millington, TN and convene the board. Board membership is secret until the board convenes. Members are specifically directed not to visit detailers prior to or during deliberations. The process is designed to ensure a “level playing field” for all involved. As stated previously, board membership is carefully balanced to represent the demographics of all the candidates in the selection zones.

The precept is discussed and the board begins to work. The initial step is the individual record review. Again, each service record is made up of three parts – OMPF (computer files), PSR/OSR and any correspondence from the individual. The computer file of each candidate is reviewed separately by assigned board members, whether in the promotion zone, above-zone, or below-zone. For records he or she will brief, the board member transcribes information (strengths and weaknesses) from the computer file to the PSR/OSR. All board records (with the exception of any updated officer photos) are destroyed at the conclusion of a board.

[Click here](#) for additional resources concerning active duty officer promotion boards. List of Board Eligibles, Board Memberships, Board Convening Orders, Release Process, and Board Statistics can be found by selecting the specific board in which you are interested.

Board Stamps

PERS 8 at NPC is responsible for board preparations to include specific stamps that are included on OSRs being considered. The only stamps available for statutory boards are:

- **AZ, IZ, BZ** - individual's zone (above, in, below)
- **FC 17** - Field Code 17 (medical or punitive, regardless of characterization)
- **Letter to Board** - officer has submitted correspondence to board president
- **SECNAV Resignation/Retire** - SECNAV Approved Voluntary Retirements and Resignations
- **ACQ** - Acquisition Corps
- Joint officers (determined by JCS)
 - o **HQ** (Headquarters)
 - o **JQO** (Joint Qualified Officer)
 - o **AJ** (All Joint)
 - o **JS** (Joint Staff)
 - o **OSD**

Corresponding with the Board

Although the recorders check for current and complete fitness reports, it is incumbent upon the member to make sure the board has your complete and accurate record. Within six months before a board convenes, you should check your Officer Data Card (ODC) and Officer Summary Record (OSR) for missing data (awards, education, AQDs, schools and training). You should check your Performance Summary Report (PSR) for any break in fitness report date continuity via the Continuity Report feature available on on [BUPERS ON LINE \(BOL\)](#).

Missing documents (such as officer photographs, fitness reports, awards, etc.) should be forwarded to the NPC Customer Service Center (CSC) via a letter to the president of the selection board. Command endorsement of your letter to the president is not necessary.

Only those officers eligible before a selection board may correspond with the president. Any endorsement or letter written from a third party must be endorsed by the member being considered for promotion or it will be returned to the originator.

ALL CORRESPONDENCE must be sent through the CSC to arrive prior to the official published convening date of the board. You **MUST** use your "complete" SSN on all correspondence to the board. SSN is the only means to add correspondence to a record that has been loaded to a board. If you do not give us your entire SSN you run the risk that the letter might not get added in time.

The address for mailing your letter is slightly different depending on type of service:

ALL US Postal Service (USPS) mail correspondence is to be mailed to the following address:

**Navy Personnel Command (NPC)
Customer Service Center
President, FY-XX (Active Duty or Reserve) (Grade)
(Line or Staff) Promotion Selection Board
Board #xxx (Board # may be found by [clicking here](#))
5720 Integrity Drive
Millington TN 38055**

ALL Commercial (FEDEX, UPS, DHL, etc.), Express or Overnight Mail should use the following address:

**Navy Personnel Command (NPC)
Customer Service Center
President, FY-XX (Active Duty or Reserve) (Grade)
(Line or Staff) Promotion Selection Board
Board #xxx (Board # may be found by [clicking here](#))
5640 Ticonderoga Loop Bldg 768 Rm E302
Millington TN 38055**

Correspondence may also be emailed to:

CSCSELECTIONBOARD@navy.mil

You may call the NPC Customer Service Center at 1-866-U ASK NPC (1-866-827-5672) or DSN 882-5672 to confirm receipt of your package for Statutory Promotion Selection Boards.

You may also check at the Customer Service Center online site by [clicking here](#) or visiting the [Navy Personnel Command Homepage](#) and selecting "Selection Board Status".

Make sure you include the board # on your letter and envelope.

Use either a binder clip or paper clip (no staples) to fasten your documents together. It is unnecessary, and a waste of your time and money, to place your letter in special covers, folders, or notebooks (they must be removed to scan your correspondence into your record).

Ensure any emailed correspondence includes cover letter with board number. **DO NOT** send emailed documents, faxes, mailings or express shipped packages to any other location or POC at NPC.

Convening the Board

The Precept – ‘The Rules of the Road’

The mission of any board is to select those “best qualified” based on performance. For statutory boards, the official status is set forth in the precept from the Secretary of the Navy. The precept specifies the number of officers the board must select and defines the board's legal duties. The Secretary of the Navy also specifies the maximum number of officers that may be selected from below the promotion zone. No limit is placed on the number of above zone selections. A precept is a document, signed by the convening authority and directed to the president of the board, giving guidance to the board regarding the criteria upon which their selections should be based. The precept is the only guidance for selection provided to a board along with the community's convening order. Using the precept as guidance, the only other sources of information about an officer allowed for consideration by a statutory board are the following:

- **Official Military Personnel File (OMPF) Records** – contains fitness reports, officer photo, personal awards, and other matters of official record.
- **Performance Summary Record (PSR) / Officer Summary Record (OSR)** – career resume containing summary information.
- **Correspondence** – the officer submits information to the board about his/her record.
- No information other than what is listed above is allowed to be discussed or presented before a board.

Record Review

Once the board convenes, the head recorder will assign records to the various members, keeping track of which member reviewed which record. The recorders ensure that each board member has the information necessary to review their assigned records. The recorders will also assist in recording the votes conducted in “the Tank” (or voting room).

Eligible List of Officers

Along with the precept, the board is furnished a list of officers, in precedence sequence, to be considered for promotions. The list consists of those officers who are in the promotion zone (**IZ**), above zone officers (**AZ**) previous non-selectees), who may be selected for promotion to the grade being considered, and the below zone (**BZ**) -- below zone selection is limited to 10% of the primary zone.

For example, if there are 100 officers in the primary zone with an 80% promotion opportunity, there will be a maximum of 80 officers selected for promotion. If there are eight officers selected below promotion zone (Deep), and eight selected above zone, the actual in-zone promotion opportunity is reduced to 64 of the 100 in zone. Stated another way, the actual in-zone promotion opportunity is 64 percent.

In the “Tank”



After the records review phase, the board moves on to the next step, the selection phase. For this phase, most boards move into a room called the “tank” (a private, theater-like room where all the members discuss and vote on candidates). The officer photograph and annotated PSRs/OSRs are projected onto large screens in the tank and the board member, who reviewed a particular candidate’s file, briefs the record. The board, using the precept as guidance, recommends (within the numbers authorized) those candidates it considers “best qualified” for selection.



After the briefing officer has discussed the candidate and all questions have been asked and answered, each member uses a “secret ballot” computer keypad to vote a confidence level for the selection of the candidate. Each member can vote either 100% (the member is 100 percent sure the candidate should be selected), 75%, 50%, 25%, or 0% (the candidate should not be selected). After all the votes are cast, a computer in the tank computes an

overall confidence rating, which is then displayed as a percentage on a monitor for all the board members to see.

The confidence rating of each candidate is recorded and then ranked after all the records have been reviewed and a scatter-gram is produced. (Figure 1 is an example.) The board president then selects a number of

the records from the top scorers to be “tentatively selected”. The president will propose this selection as a motion to the entire board. The board will either vote in the motion or members will offer counterproposals. Whichever proposal is accepted, it is accepted by a **majority vote** of all members. This same scenario is repeated when the board attempts to determine which number of the bottom scoring candidates should be “dropped from further consideration”.

“Select 10” Scatter-gram Example

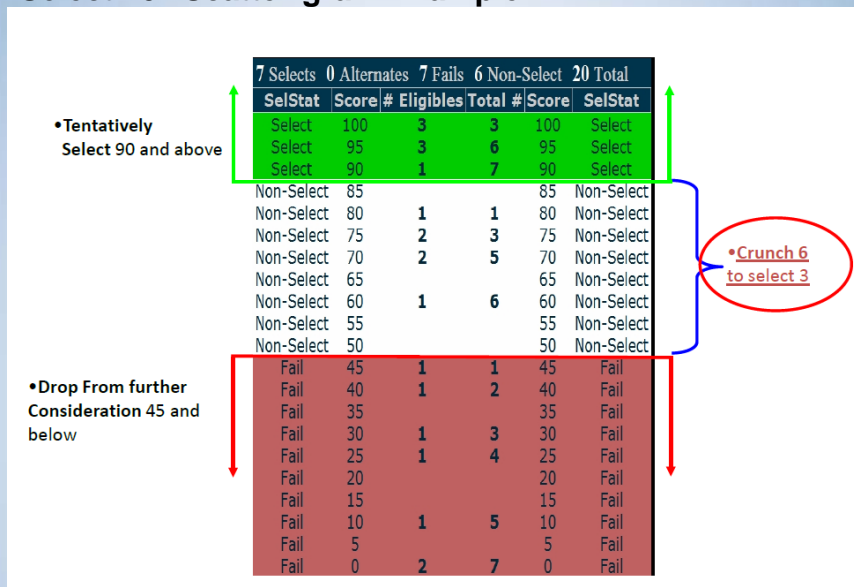


Figure 1

All candidates between the “selected” and “dropped” scores -- those in the “crunch” -- are then re-reviewed by a different board member who briefs it in the next tank session. Each candidate receives another confidence rating and the process starts over again. Several tank sessions are usually required before the board determines the candidates best qualified for promotion.

Statutory Board Results

After the board completes its deliberations and votes to confirm the tentative selections, the board then provides a select list to SECNAV and it is subsequently approved by the Secretary of Defense. A select ALNAV message is then released (usually five to eight weeks after the board adjourns). Results will also be available via BUPERS access.

The following is the Release and Approval process steps for 0-4 to 0-6 (read top to bottom):

Board Convened/Adjourned
Chief of Naval Personnel
Judge Advocate General
VCNO/CNO
Chairman Joint Chiefs of Staff
Secretary of the Navy
Secretary of Defense
SELECT MESSAGE RELEASED
President of the United States
Senate Confirmation

Under a normal promotion phasing plan, five percent of the 0-4/0-5/0-6 selectees will be promoted in each of the first eight months (40 percent), and 15 percent in each of the last four months (60 percent) of the fiscal year. This is a general phasing plan and is subject to change. For example, in FY11 (and FY12), three percent of officers were promoted each month until September, when the remaining 67% were promoted.

For those officers selected to 0-4 and above, Senate confirmation is required before promotion and released via monthly NAVADMIN. Frocking is NOT authorized unless approved via procedures outlined in [SECNAVINST 1420.2](#).

More information can be found at the [NPC Selection Board](#) site.

Failure of Selection (FOS)

Twice fail to select (2XFOS) officers who do not accept or are not offered continuation must be separated by midnight on the first day of the seventh month following release of the board results in which they fail to select for the second time. This is the not later than (NLT) date as stated in your separation orders. You may separate anytime before the month of your NLT date; however, you and your Commanding Officer (CO) must determine this date. Lieutenants who fail to select to Lieutenant Commander are not eligible for continuation. In some rare and specific cases, the need may arise for the convening of a [Special Promotion Board](#) and is addressed in [SECNAVINST 1420.1B](#).

Administrative Selection Boards

In addition to statutory selection boards, there are numerous administrative selection boards that are convened under the administrative authority of the Navy. Examples of administrative boards are the Acquisition Corps, Postgraduate Education (810), LDO/CWO In-service Procurement, Commander Sea Board, and Lateral Transfer / Redesignation selection boards. Unless otherwise noted, they are held in Millington, TN at NPC.

Unlike statutory boards, officers must request selection or, in some cases, submit a letter requesting not to be selected. Administrative boards are held similarly to statutory boards for membership and responsibilities.

Supply Corps Administrative Boards

Post Graduate Education (810 CIVILIAN INSTITUTIONS PROGRAM)

At completion of the O-4 Staff Board, the Postgraduate Education Selection board convenes to select Supply Corps officers for the 810 Civilian Institutions Program. Selected officers attend a top Master of Business Administration (MBA) program at one of our nation's best business schools and earn the 1301P subspecialty (Supply Acquisition/Distribution Management). The same board membership and recorders used for the O-4 Staff Board are used for this admin board.

General eligibility requirements are released early each year with a "Flash from the Chief." Officers interested in being selected for the 810 program MUST submit a screening request to Navy Personnel Command Customer Service. This request should be in the form of a letter to the board.

Requests may be mailed to the addresses in the "Corresponding with the Board" section or emailed to: CSCSELECTIONBOARD@navy.mil.

More information on the 810 program is posted on the [Supply Corps Career Counselor](#) website.

Supply Corps Commander Sea Board

Commander sea duty selection and sea duty assignment are crucial milestones in an officer's career and important to the Supply Corps and to the Navy. The requirement is driven by the number of billets requiring a sea board selected officer.

Supply Corps officers receive two screening opportunities beginning two years after selection to Commander. This allows the evaluation of performance in at least one 0-5 fitness report. All officers who have completed JPME Phase I will be screened unless an officer submits a "don't pick me" letter. One goal of the Sea Board process is to ensure all sea board selects will go to sea prior to zoning for Captain.

The Commander Sea Board is held each year in late summer.

Acquisition Corps Board

The [Acquisition Corps](#) consists of a select group of highly skilled military and civilian acquisition professionals who meet the Defense Acquisition Workforce Improvement Act (DAWIA) education, training, and experience requirements. To continue to support our national objectives by providing our forces the best weapon systems in the world, we must be ready to assume the leadership roles in "critical" acquisition billets.

Acquisition Corps membership is becoming increasingly important in distinguishing between candidates for major acquisition commands. Critical Acquisition Positions (CAP) and Key Leadership Positions (KLP) should only be filled by Acquisition Corps members unless this requirement is waived by the Director of Acquisition Career Management (DACM), ASN (RD&A) prior to assignment.

The [Navy Acquisition Career Management](#) website will assist you in obtaining information related to your professional development. Career field certification information with detailed requirements for each certification level within each career field can be found by reviewing the [DAU catalog](#).

Once you have completed the requirements for an acquisition career field certification, you submit your application via the [eDACM website](#). Select the link entitled Career Field Certification on this page for more details.

After completing at least Level II certification in a career field and meeting the four-year experience requirement, you are ready to apply for Acquisition Corps membership through the selection board process, which convenes twice a year to select officers into the Corps. Many Navy

officer communities are eligible to join the Acquisition Corps. A NAVADMIN is released announcing the board which details the specifics of the application process. Visit the [NPC PERS 447](#) website for application details.

All Acquisition Corps applicants must either be a DoN acquisition workforce member graded at GS-13 or above, O-4 or above, or be tentatively selected for a DoN CAP.

Acquisition Corps membership is an important milestone. All of our O-6 acquisition billets and over 50% of our O-5 billets are critically coded and require Acquisition Corps membership before detailing officers into these critical acquisition positions.







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